

PRODUCTION MANAGER

Department: Venue Operations

Reports to: General Manager, Philadelphia Film Center

FLSA: Exempt



Transforming Philadelphia through the power of film.

As the producer of the Philadelphia Film Festival and creative force behind the Philadelphia Film Center, PFS Bourse Theater, and PFS Drive-In at the Navy Yard, the Philadelphia Film Society (PFS) raises awareness of film as an important art form in Philadelphia and serves as a vital piece of the city's arts and culture community.

The Production Manager will be responsible for the supervision of the stage crew and managing production details for venue rentals ensuring that all productions proceed smoothly.

PRIMARY DUTIES AND RESPONSIBILITIES

- Coordinate and supervise in-house crew, stagehands, and other technicians (including those not in the direct employ of the facility) engaged in producing productions from concept to execution
- Supervise setup and changeover of all events
- Determine priorities of event coordination, hanging of soft goods, electrics, sound, supplemental rental equipment, and building modifications
- Project event budgets based on technical rider information and make adjustments to budget during advance as necessary
- Plan, organize, and implement the maintenance and operation of performance-related equipment at the theater including lights and lighting control panels, sound equipment, microphones, soundboards, speakers, special effects equipment, and other technical systems used during performances
- Utilize proper safety practices and procedures
- Assist with day-to-day film operations during periods when there are no live productions
- Other duties as assigned

SKILLS

- Pro-active and self-directed professional with excellent follow-through and time-management know-how
- Ability to develop constructive and cooperative working relationships with others; is adept at creating a positive, collaborative and entrepreneurial work environment
- Knowledge of local vendors and subcontractors
- Excellent verbal and written communication skills with exceptional attention to details
- Critical thinking, problem-solver with strong management and negotiation skills
- Ability to organize and prioritize work to meet deadlines effectively and efficiently
- Flexibility and the ability to multi-task in a fast-moving environment, and resourcefulness in setting priorities and partnering with a dynamic and small team
- Possess a high comfort level with computer technology, including Microsoft Office, Google-based business applications, and basic networking
- Knowledge of best practices and cutting-edge technological developments in event production

QUALIFICATIONS

- Minimum Associates Degree or higher in related field or equivalent industry experience
- At least three years' theatrical management experience

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- Must have a working knowledge of all areas of technical production, including lighting, audio, video and data projection, carpentry, and stage rigging
- A successful track record in setting priorities; keen analytic, organization and problem solving skills which support and enable sound decision making
- Experience having worked with a high-performance, collaborative, constructive peer group
- Experience and familiarity with Philadelphia and the cultural community a plus
- Ability to work flexible hours including weekends, days, evenings, and holidays

The information in this job description indicates the general nature and level of work expected of employees in this classification. It is not designed to contain, or be interpreted as, a comprehensive inventory of all duties, responsibilities, qualifications, and objectives required of employees assigned to this job, nor is it to be interpreted as a contract for employment. PFS is an Equal Opportunity Employer. Recruitment, hiring, promotions, and other terms, conditions, and privileges of employment shall be maintained in a manner that does not discriminate on the basis of age, race, creed, color, national origin, sex, sexual orientation, gender expression, marital status, physical or mental disability, veteran status, or military status, or in violation of any applicable Federal, state or local legislation.

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